NORTEL NETWORKS™

CallPilot Quick Reference Card - Remote Users

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Initializing your mailbox

You must initialize your mailbox to receive and store messages.

1. Dial the CallPilot extension, then enter your mailbox number. If you do not know the CallPilot extension, ask your System Coordinator.
2. Enter 0 0 0 0 (the temporary password) and press OK or #.
3. Enter a new password from four to eight digits long that does not start with zero, and press #.
4. Reenter your new password and press OK or #.
5. At the tone, record your name in the Company Directory.
6. Press # to end the recording.
7. Press # to accept the recording.
8. Press ☎ to end the session.

Now you are ready to record your personal mailbox greetings and use the CallPilot features described in this card.

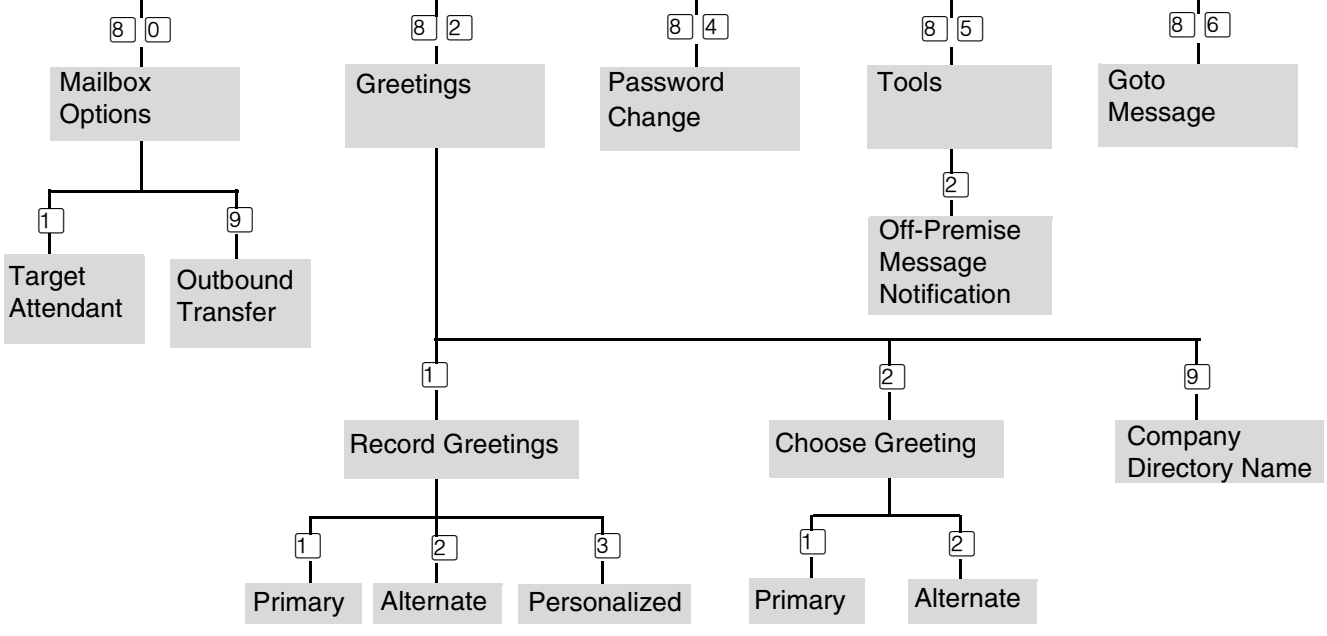
Note: If you do not record a personal greeting, your Company Directory name plays to callers.

For detailed information about using the CallPilot interface, refer to the *CallPilot Reference Guide*.

Accessing your mailbox

From your telephone:

1. Enter the CallPilot extension.
2. Enter your mailbox number and password and press #.
3. Follow the voice prompts and press the dialpad keys for the features you want to use.



Playing messages

From your telephone:

1. Enter the CallPilot extension.
2. Enter your mailbox number and password and press #.
3. Follow the voice prompts and press the dialpad keys for the features you want to use.

When there are messages in your mailbox these commands are available.

- 1 Skip Back
- 2 Play Current Message
- 3 Skip Forward
- 4 Previous Message
- 6 Next Message
- 9 Call Sender
- # Stop

Use these commands to review, send and respond to messages.

- 7 0 Message Options
- 7 1 Reply
- 7 2 Message Envelope
- 7 3 Forward Message
- 7 4 Reply All
- 7 5 Compose Message
- 7 6 Delete Message
- 7 9 Send Message

To retrieve a deleted message

You can retrieve a deleted message if you are still in a CallPilot session. A deleted message remains in your mailbox until you end your current CallPilot session. Return to your deleted message and press 7 6 to restore the message.

To forward your calls

1. From your telephone press ✆ 4.
2. Enter the extension you want to forward your calls to, or the CallPilot extension if you want to forward your calls to your mailbox. (Press ✆ 9 8 5 to display the CallPilot extension.)
3. The display shows your calls are forwarded.
4. To cancel forwarding, press ✆ # 4.

Sending messages

From your telephone:

1. Enter the CallPilot extension.
2. Enter your mailbox number and password and press #.
3. Follow the voice prompts and press the dialpad keys for the features you want to use.

Compose a Message

Enter Address (mailbox number) then press #

5 Record Message

End Recording

- 2 Play Message
- 5 Re-record
- 7 0 Message Options
  - 1 Urgent
  - 4 Private
  - 5 Acknowledge
  - 6 Timed Delivery
- 7 6 Delete
- 7 9 Send

More about addresses:

- Continue to enter addresses and then press #.
- Press 0 # to cancel an address
- You can press 1 1 to dial by name.
- When you are finished entering addresses, press # again to end the list.